

Soccer NB

Governance Policy

Membership Types and Responsibilities V1.0

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1. GENERAL:

Soccer New Brunswick (“SNB” or “the Association”) shall be comprised of the following categories of members:

- 1.1. Regular Members - which shall be open to all properly constituted Clubs as defined in the Policies, Procedures and Rules of the Association.
- 1.2. Properly constituted means having a Board of Directors and recorded minutes of annual meetings indicating the elected and continuing Board members.
- 1.3. Associate Members - which shall be open to organizations operating within the boundaries of the Association including but not limited to:
 - 1.3.1. Leagues approved by Soccer New Brunswick
 - 1.3.2. Other Associations (e.g. Referee Associations, Coaches Associations)
 - 1.3.3. Educational Institutions or Educational Associations
 - 1.3.4. Other Membership
- 1.4. Affiliate Members – are other groups associated with the sport that may be recognized by SNB as approved by the Board of Directors.
- 1.5. Life Membership is open to persons that have made a meritorious contribution to the Association, are nominated for the position of Life Member by the Board of Directors and are approved by a majority (50% + 1) of the voting delegates at the Annual General. Life membership shall be without fee.
- 1.6. “Participant” means Directors, Officers, committee members, coaches, players, trainers, referees, assistant referees, fourth officials, match commissioners, referee inspectors, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters in the Association, its Members, clubs or leagues, as well as all other persons obliged to comply with the Association and Canada Soccer By-laws.
- 1.7. “In-writing” means by letter, fax or e-mail.
- 1.8. For the purpose of clarity, participants are not considered Members of the Association, but may be considered as members of the membership categories.

2. REGULAR MEMBERSHIP

- 2.1. Regular Members are those approved Member Organizations that register players and other participants as designated by Soccer New Brunswick and operate soccer programs.

2.2. Regular Members shall:

- a) Ensure all participants and organizations under their authority are in compliance with the bylaws, policies and directives of SNB at all times.
- b) Provide competitions for teams
- c) Work in partnership with SNB and other Members to grow the game and align efforts with the Association's Strategic and Operational Plans.
- d) Strive to improve their organization and programming by working to achieve standards established by SNB and Canada Soccer.
- e) Register all participants they serve
- f) Encourage delegates to attend SNB consultations, meetings and the Annual Meeting of Members (AMM).
- g) Encourage individuals to contribute to SNB initiatives and consultations.
- h) Encourage individuals to contribute on Board and staff-appointed Committees and Advisory Groups.
- i) Communicate the intent and ensure compliance with the requirements of SNB messages and directives as relevant within their organization.
- j) Where appropriate facilities are available, collaborate to host Provincial Championships and other SNB events and activities.
- k) Ensure all events under their authority are properly sanctioned as per SNB's Sanctioning Policy.

2.3. Application

- 2.3.1. New members shall make an application for membership in a form provided by the Association. The normal date for application is on or before March 31st of the current operational year.
- 2.3.2. Members shall receive a notice of approval once all conditions have been satisfied.
- 2.3.3. Existing members shall be automatically renewed annually, but may be required to update information as requested by the Association.

2.4. Administration

- 2.4.1. Members shall meet not less than quarterly and maintain minutes of meetings
- 2.4.2. To maintain accurate written minutes and financial records, and to submit those annually to its members.
- 2.4.3. Members shall comply with all bylaws, rules, regulations and procedures of the Association as far as they apply.
- 2.4.4. To maintain or have adopted by-laws approved by their members and Soccer New Brunswick.

2.4.5. Members shall administer discipline according to the standards of the Association.

2.4.6. Register participants as may be required by the Association.

2.5. Technical

2.5.1. Members shall provide competition for Teams

2.5.2. Follow the programming standards appropriate to the member as established by Canada Soccer and SNB.

2.6. Withdrawal from the Association

2.6.1. Prior to withdrawal from the Association, the Member must present an appropriate resolution to their membership and record the decision in official minutes. The minutes of the meeting must be provided to SNB.

3. ASSOCIATE MEMBERS

3.1. Associate Members are soccer-related organizations that do NOT register players, but soccer related services that support the soccer community. Such organizations include:

- a) Leagues approved by Soccer New Brunswick
- b) Other Associations

3.2. Associate Members shall:

- a) Ensure all players that they serve are registered with an SNB Regular Member and provide verification of their participant list on request of SNB.
- b) Work in partnership with the SNB and other Members to grow the game
- c) Align local efforts with SNB Strategic and Operational Plans.
- d) Ensure all participants and organizations under their authority are in compliance with the bylaws, policies and directives of SNB.
- e) Strive to improve their organization and programming offered by working to achieve standards of organizational excellence as guided by SNB and CSA.
- f) Encourage delegates to attend SNB consultations, meetings and the Annual Meeting of Members (AMM).
- g) Encourage individuals to contribute to SNB initiatives and consultations
- h) Encourage individuals to contribute on Board and staff-appointed Committees and Advisory Groups as outlined in SNB Committees Policy.
- i) Communicate the intent and requirements of SNB messages, as relevant, throughout their organization.
- j) Ensure all events are properly sanctioned as per SNB's Sanctioning Policy.

3.3. Application

3.3.1. Associate Members shall make an initial application for membership which, if approved, shall be renewed automatically by the Association. The normal date for application is on or before March 31st of the current operational year.

3.3.2. Application shall be in a format provided by the Association accompanied with any applicable or outstanding fees.

3.4. Administration

3.4.1. Associate Members shall:

3.4.1.1. Meet not less than semi-annually and maintain minutes of meetings.

3.4.1.2. Maintain accurate written minutes and financial records, and to submit those annually to its members.

3.4.1.3. Comply with all bylaws, rules, regulations and procedures of the Association as far as they apply.

3.4.1.4. Administer discipline according to the standards of the Association.

3.4.1.5. Register participants as may be required by the Association.

4. AFFILIATE MEMBERS

4.1. Affiliate Members are organizations, soccer-related or otherwise, that have a memorandum of understanding with Soccer New Brunswick for access to negotiated services subject to agreed conditions.

4.2. Affiliate membership will be considered by the Soccer New Brunswick Board of Directors for Approval. If approved by the Board, the Membership will become effective immediately.

4.3. Any fees paid by the applicant for Affiliate Membership shall not be refundable.

5. LIFE MEMBERS

5.1. The Association shall consider accepting into Life Membership persons who have rendered valuable service to the Association.

5.2. The admission of a Life Member shall require the affirmative vote of at least two-thirds of the voting delegates present at a general meeting of the Association.

5.3. All nominations for Life Membership shall be submitted to the Association, in writing, by a Regular Member, Associate Member or by the Soccer New Brunswick Board of Directors at least fifteen (15) days prior to a general meeting. The Board of Directors shall be forward to the Membership at the Annual Meeting of Members for approval.

6. OTHER MEMBERS

- 6.1. Referee Participants may register directly with Soccer New Brunswick as provided for by the Association and may organize and be represented at the Annual Meeting of Members through a properly constituted Association as allowed in section 1.3.2

7. COMMITMENT TO PLAYER DEVELOPMENT

- 7.1. Members of Soccer New Brunswick recognize that player development is a priority for all levels of players and the player pathway is important to promotion of players and development of the sport.
- 7.2. Members must work in partnership with SNB to grow the game and align efforts with the Association's strategic and operational plans.
- 7.3. Members shall work in cooperation with Soccer New Brunswick to avoid scheduling conflicts which compete/conflict with Soccer New Brunswick events and the events of its Members.
- 7.4. Members shall not disadvantage or penalize players from participating in member level events including selection for local team participation and events due to their participation in events hosted or recognized as organized by Soccer New Brunswick, Canada Soccer or other events that are considered to be "higher" than member level events. Where the potential for such conflicts occurs, the member **must advise** the the players and/or players' guardians of their right to attend the higher level event in writing and provide a copy to the Association.

A member may be considered in violation of this policy and subject to sanction if a member's member (individual or parent of guardian of a minor) makes a complaint in writing to the Association and it is determined to be founded.

8. NOT IN GOOD STANDING POLICY

- 8.1. The purpose of this section is to provide the Association the ability to effectively and efficiently deal with members that fail to comply with the requirements of the Association.
- 8.2. "Good Standing" means a member of any category has, at minimum, met all of its financial, administrative and other requirements identified in the constitution, rules and regulations and policies of the Association, Canada Soccer and FIFA.

8.3. THE PROCESS

- 8.3.1. When the Association determines there is a material breach of Association Constitution, Rules or Policies related to:

- i. finances,
- ii. administrative procedures, or
- iii. rules or policies, including but not limited to discipline, member registration, code of conduct, code of ethics, and legal obligations, of Soccer New Brunswick or Canada Soccer,

the Executive Director may initiate action to rectify the situation and advise the Board of Directors that the action is initiated.

- 8.3.2. The action will include discussions with the member to understand the reason for the breach and development of a plan to rectify the breach. This action shall be documented and acknowledged by the member.
- 8.3.3. Where the member fails to acknowledge and/or act on the plan within the agreed time frame, the Executive Director may request that the President call a meeting of the Board in person or conference call to decide on the next steps.
- 8.3.4. Where a member is to be declared not in good standing as agreed to by the Board of Directors, the member shall be advised by the Executive Director and membership benefits shall cease immediately.
- 8.3.5. Membership Benefits shall be restored once the Executive Director advises the Board that the non-compliance has been rectified and so advises the member in writing.